

## **EMPL Technical Update 04.1**

### **FILE NOT FOUND MESSAGES**

If you are doing an inquiry on the EMPLOYEE file and there is no record, you should get a message that says "**EMPLOYEE RECORD NOT FOUND**". If you are doing an inquiry on the POSITION file and there is no record, you should get a message that says "**POSITION RECORD NOT FOUND**". Whenever you do an inquiry, the file name in the message should match the file you were doing the inquiry on. If you do an inquiry on the EMPLOYEE file and you get a message that says "**DEMOGRAPHIC RECORD NOT FOUND**", then you know the records are out of sync. The most common reason for this message is that the action was terminated before the demographic record was updated. This causes the employee and position records to get updated before the action is terminated, but the demographic record never gets updated. Because the demographic record (which holds the name information) has not been updated, the system cannot display the employee or position, so you get the "**DEMOGRAPHIC RECORD NOT FOUND**" message. You can try going straight in with a 602-action. If that does not work, you will have to delete the 300-action and reenter.

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